

BUILDING STANDARDS COMMISSION

2525 Natomas Park Drive, Suite 130
Sacramento, California 95833-2936
(916) 263-0916 FAX (916) 263-0959



February 7, 2014

Vance Phillips
Chief Building Official
City of San Ramon
2401 Crow Canyon Road
San Ramon, CA 94583

RE: Ordinance #439 thru #444

Dear Mr. Phillips:

This letter is to advise you of our determination regarding the referenced ordinance with express findings received from your agency on December 23, 2013.

Our review finds the submittal to contain six ordinances modifying provisions of the 2013 California Building Standards Code in Title 24, California Code of Regulations (code), and express findings complying with Health and Safety Code §§17958.7 and 18941.5. The code modifications are accepted for filing and are enforceable. This letter attests only to the satisfaction of the cited law for filing of local code amendment supported by an express finding with the Commission. The Commission is not authorized by law to evaluate the merit of the code modification or the express finding.

Local modifications to the code are specific to a particular edition of the code. They must be readopted and filed with the Commission in order to remain in effect when the next triennial edition of the code is published.

On a related matter, should your city receive and ratify Fire Protection District ordinances making modifications to the code, be advised that Health and Safety Code §13869.7(c) requires such ratified ordinances and express findings to be filed with the Department of Housing and Community Development, Division of Codes and Standards, State Housing Law Program, rather than this Commission. Also, ordinances making modifications to the energy efficiency standards of the code may require approval from the California Energy Commission pursuant to Public Resources Code §25402.1(h)(2).

If you have any questions or need any further information, you may contact me at (916) 263-0916.

Sincerely,

Enrique M. Rodriguez
Associate Construction Analyst

cc: Chron
Local Filings

ORDINANCE 439

**ORDINANCE OF THE CITY OF SAN RAMON
ADOPTING BY REFERENCE
THE CALIFORNIA BUILDING CODE OF 2013
SUBJECT TO CERTAIN MODIFICATIONS**

THE CITY COUNCIL OF THE CITY OF SAN RAMON DOES ORDAIN as follows:

Section 1. Chapter 1, CALIFORNIA BUILDING CODE of Division C1, Uniform Codes, of Title C, CONSTRUCTION, DEVELOPMENT AND LAND USE of the Municipal Code of the City of San Ramon is repealed and re-enacted as set forth in Section 3 of this Ordinance.

Section 2. The City Council hereby expressly finds as required by Section 17958.7 of the Health and Safety Code that the certain modifications and changes to the California Building Code, Volumes 1 and 2, 2013 Edition, are required because of local climate, geological and topographical conditions found in and in the vicinity of the City of San Ramon Specifically the existence of expansive and a variety of other soil conditions; the problem of poor performance of plain or under-reinforced concrete footings during a seismic event as determined by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance of plain and under-reinforced concrete footings observed in 1994 Northridge earthquake.

Section 3. The "California Building Code" 2013 Edition and appendices thereto, as published by the International Code Council, subject to the amendments, additions and deletions set forth in this Ordinance, is hereby adopted by reference into Division C1, (CALIFORNIA BUILDING CODE) (CONSTRUCTION, DEVELOPMENT AND LAND USE) of the Municipal Code of the City of San Ramon as follows:

**DIVISION C1
CHAPTER 1
California Building Code**

Section C1-1. Incorporation by reference.

- A.** The Building Code for the City of San Ramon is the 2013 "California Building Code" and Appendices thereto, as published by the International Code Council, as promulgated in the California Building Standards Commission by Title 24, Part 2, California Code of Regulations, and, except, as to any omissions, amendments and additions hereinafter noted, is adopted by reference and made a part hereof as fully as if set forth at length herein.

- B. The standards for the California Building Code are the International Building Code Standards, 2012 Edition, as published by the International Code Council, and, except, as to any omissions, amendments and additions hereinafter noted, is adopted by reference and made a part hereof as fully as if set forth at length herein.
- C. One copy of such "California Building Code" is on file in the city offices, and is made available through the city clerk for public inspection.

Section C1-2. Omissions, Amendments and additions to California Building Code.

Omissions, amendments and additions to the California Building Code are as set forth in this Chapter.

Section C1-3. City.

The name "City of San Ramon" is inserted in any and all blank spaces provided in said California Building Code for the name of the City adopting said code, and wherever the word "City" as "Jurisdiction" appears in said code or is otherwise used, it shall mean and refer to the City of San Ramon.

Section C1-4. 1705.3 amending Concrete construction.

CBC Section 1705.3 Exception 1 is amended to read as follows:

1. Isolated spread concrete footings of buildings three stories or less above grade plane that are fully supported on earth or rock, where the structural design of the footing is based on a specified compressive strength, f'_c , no greater than 2,500 pound per square inch (psi) (17.2 Mpa).

Section C1-5 amending 1905.1.8 ACI 318, Section 22.10

CBC Section 1905.1.8 ACI 318, Section 22.10 (a) and (b) are amended as follows:

22.10 - Plain concrete in structures assigned to Seismic Design Category C, D, E or F. 22.10.1- Structures assigned to Seismic Design Category C, D, E or F shall not have elements of structural plain concrete, except as follows:

(a) Isolated footings of plain concrete supporting pedestals or columns are permitted, provided the projection of the footing beyond the face of the supported member does not exceed the footing thickness.

Exception: In detached one- and two-family dwelling three stories or less in height, the projection of the footing beyond the face of the supported member is permitted to exceed the footing thickness.

(b) Plain concrete footing supporting walls are permitted, provided the footings have at least two continuous longitudinal reinforcing bars. Bars shall not be smaller

than No. 4 and shall have a total area of not less than 0.002 times the gross cross-sectional area of the footing. A minimum of one bar shall be provided at the top and bottom of the footing. Continuity of reinforcement shall be provided at corners and intersections.

Exceptions:

1. In detached one- and two-family dwellings three stories or less in height and constructed with stud bearing walls plain concrete footings with at least two continuous longitudinal reinforcing bars not smaller than No. 4 are permitted to have a total area of less than 0.002 times the gross cross-sectional area of the footing.

Section C1-59. Violation an infraction.

Any person, firm or corporation violating or causing the violation of any of the provisions of this Chapter shall be guilty of an infraction and, upon conviction thereof, shall be punishable by a fine as set forth in the San Ramon Municipal Code.

It is declared that any violation of this code constitutes a public nuisance. In addition to any other remedies this code provides for enforcement, the city may bring civil suit to enjoin violation of its provisions or utilizing the administrative citation process under Division A1, Chapter I, Article 4 of the Municipal Code.

Section C7 through 60. Reserved.

Section 4. This Ordinance shall take effect thirty (30) days from the date of its passage. Before the expiration of fifteen (15) days after its passage, this Ordinance shall be posted in three (3) public places within the City of San Ramon along with the names of the members of the City Council voting for and against same.

The foregoing ordinance was introduced on November 12, 2013 and after public hearing was adopted at the meeting of the City Council of the City of San Ramon on November 26, 2013 by the following vote:

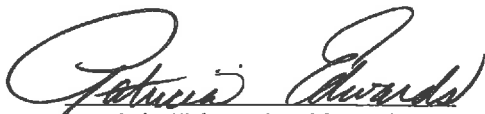
AYES: *Cm. Hudson, Livingstone, O'Loane, Perkins, and Mayor Clarkson*

NOES:

ABSENT:

ABSTAIN:

ATTEST:


Patricia Edwards, City Clerk


Bill Clarkson, Mayor

ORDINANCE 440

**ORDINANCE OF THE CITY OF SAN RAMON
ADOPTING BY REFERENCE
THE CALIFORNIA MECHANICAL CODE OF 2013
SUBJECT TO CERTAIN MODIFICATIONS**

THE CITY COUNCIL OF THE CITY OF SAN RAMON DOES ORDAIN as follows:

Section 1. Chapter II, MECHANICAL CODE of Division C1, Uniform Codes, of Title C, CONSTRUCTION, DEVELOPMENT, AND LAND USE of the Municipal Code of the City of San Ramon is repealed and re-enacted as set forth in Section 2 of this Ordinance.

Section 2. The "California Mechanical Code" 2013 Edition, including the appendices as published by the International Association of Plumbing and Mechanical Officials, is hereby adopted by reference into Division C1, Chapter II (CALIFORNIA MECHANICAL CODE), (CONSTRUCTION, DEVELOPMENT AND LAND USE) of the Municipal Code of the City of San Ramon as follows:

**DIVISION C1
CHAPTER II
California Mechanical Code**

Section C1-61. Incorporation by Reference.

- A.** The Mechanical Code for the City of San Ramon is the "California Mechanical Code" and Appendices thereto, 2013 Edition, as published by the International Association of Plumbing and Mechanical Officials, as promulgated in the California Mechanical Code, Part 4, Title 24 California Code of Regulations, is hereby adopted by reference and made a part hereof as fully as if set forth at length herein.
- B.** One (1) copy of such "California Mechanical Code" is on file in the City offices and is made available through the City Clerk for public inspection.

Section C1-62. Violations an infraction:

Any person, firm or corporation violating or causing the violation of any of the provisions of this Chapter shall be guilty of an infraction and, upon conviction thereof, shall be punishable by a fine as set forth in the San Ramon Municipal Code.

It is declared that any violation of this code constitutes a public nuisance. In addition to any other remedies this code provides for enforcement, the city may bring civil suit to enjoin

violation of its provisions or utilizing the administrative citation process under Division A1, Chapter I, Article 4 of the Municipal Code.

Section C1-63. Appeals.

Any decision of the Building Official relating to this Division may be appealed in the manner set forth in California Building Code Section 113 as adopted by the San Ramon Municipal Code.

Section C1-64 through C1-80. Reserved

Section 3. This Ordinance shall take effect thirty (30) days from the date of its passage. Before the expiration of fifteen (15) days after its passage, this Ordinance Shall be posted in three (3) public places within the City of San Ramon along with the names of the members of the City Council voting for and against same.

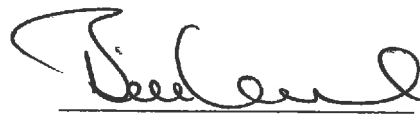
The foregoing ordinance was introduced on November 12, 2013 and after public hearing was adopted at the meeting of the City Council of the City of San Ramon on November 26, 2013 by the following vote:

AYES: *Cm. Hudson, Livingstone, O'Loane, Perkins, and Mayor Clarkson*

NOES:

ABSENT:

ABSTAIN:



Bill Clarkson, Mayor

ATTEST:



Patricia Edwards, City Clerk

ORDINANCE 441

ORDINANCE OF THE CITY OF SAN RAMON ADOPTING BY REFERENCE THE CALIFORNIA PLUMBING CODE OF 2013 SUBJECT TO CERTAIN MODIFICATIONS

THE CITY COUNCIL OF THE CITY OF SAN RAMON DOES ORDAIN as follows:

Section 1. Chapter III, CALIFORNIA PLUMBING CODE of Division C1, Uniform Codes, of Title C, CONSTRUCTION, DEVELOPMENT AND LAND USE of the Municipal Code of the City of San Ramon is repealed and re-enacted as set forth in Section 2 of this Ordinance.

Section 2. The "California Plumbing Code" 2013 Edition and the appendices as published by the International Association of Plumbing and Mechanical Officials, is hereby adopted by reference into Division C1, Chapter III (CALIFORNIA PLUMBING CODE), (CONSTRUCTION, DEVELOPMENT AND LAND USE) of the Municipal Code of the City of San Ramon as follows:

DIVISION C1 CHAPTER III California Plumbing Code

Section C1-81. Incorporation by Reference

A. The plumbing code for the City is the "California Plumbing Code", 2013 Edition, as published by the International Association of Plumbing and Mechanical Officials, as promulgated in 2013 California Plumbing Code, Part 5, Title 24 , California Code of Regulations, is hereby adopted by reference and made a part hereof as fully as if set forth at length herein.

B. One (1) copy of such "California Plumbing Code" is on file in the City offices and is available through the City Clerk for public inspection.

Section C1-82. Violations an infraction.

Any person, firm or corporation violating or causing the violation of any of the provisions of this Chapter shall be guilty of an infraction and, upon conviction thereof, shall be punishable by a fine as set forth in the San Ramon Municipal Code.

It is declared that any violation of this Chapter constitutes a public nuisance. In addition to any other remedies this Code provides for enforcement, the City may bring civil

suit to enjoin violation of its provisions.

Section C1-83. Appeals.

Any decision of the Building Official relating to this Code may be appealed in the manner set forth in California Building Code Section 113 as adopted by the San Ramon Municipal Code.

Section C1-84 through C1-90. Reserved.

Section 3. This Ordinance shall take effect thirty (30) days from the date of its passage. Before the expiration of fifteen (15) days after its passage, this Ordinance shall be posted in three (3) public places within the City of San Ramon along with the names of the members of the City Council voting for and against same.

The foregoing ordinance was introduced on November 12, 2013 and after public hearing was adopted at the meeting of the City Council of the City of San Ramon on November 26, 2013 by the following vote:

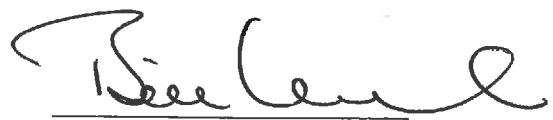
The foregoing ordinance was introduced on November 12, 2013 and after public hearing was adopted at the meeting of the City Council of the City of San Ramon on November 26, 2013 by the following vote:

AYES: *Cm. Hudson, Livingstone, O'Loane, Perkins, and Mayor Clarkson*

NOES:

ABSENT:

ABSTAIN:


Bill Clarkson, Mayor

ATTEST:


Patricia Edwards, City Clerk

ORDINANCE 442

**ORDINANCE OF THE CITY OF SAN RAMON
ADOPTING BY REFERENCE
THE CALIFORNIA ELECTRICAL CODE OF 2013
SUBJECT TO CERTAIN MODIFICATIONS**

THE CITY COUNCIL OF THE CITY OF SAN RAMON DOES ORDAIN as follows:

Section 1. Chapter IV, CALIFORNIA ELECTRICAL CODE of Division C1, Uniform Codes of Title C, CONSTRUCTION, DEVELOPMENT AND LAND USE of the Municipal Code of the City of San Ramon is repealed and re-enacted as set forth in Section 2 of this Ordinance.

Section 2. The "California Electrical Code", 2013 Edition, as published by the National Fire Protection Association, is hereby adopted by reference into Division C1, Chapter IV (CALIFORNIA ELECTRICAL CODE), (CONSTRUCTION, DEVELOPMENT AND LAND USE) of the Municipal Code of the City of San Ramon as follows:

**DIVISION C1
CHAPTER IV
California Electrical Code**

Section C1-91. Incorporation by Reference.

- A. The electrical code for the City of San Ramon is the "California Electrical Code", NFPA-70, 2013 Edition, as promulgated in the California Electrical Code, Part 3, Title 24, California Code of Regulations, as published by the National Fire Protection Association is hereby adopted by reference and made a part hereof as fully as if set forth at length herein.
- B. One (1) certified copy of such "California Electric Code" is on file in the City offices and is made available through the City Clerk for public inspection.

Section C1-92. Violation an infraction.

Any person, firm or corporation violating or causing the violation of any of the provisions of this Chapter shall be guilty of an infraction and, upon conviction thereof, shall be punishable by a fine as set forth in the San Ramon Municipal Code.

It is declared that any violation of this code constitutes a public nuisance. In addition to any other remedies this code provides for enforcement, the city may bring civil suit to enjoin

violation of its provisions or utilizing the administrative citation process under Division A1, Chapter I, Article 4 of the Municipal Code.

Section C1-93. Appeals.

Any decision of the Building Official relating to this Division may be appealed in the manner set forth in California Building Code Section 113 as adopted by the San Ramon Municipal Code.

Section C1-94 through C1-110. Reserved.

Section 3. This Ordinance shall take effect thirty (30) days from the date of its passage. Before the expiration of fifteen (15) days after its passage, this Ordinance shall be posted in three (3) public places within the City of San Ramon along with the names of the members of the City Council voting for and against same.

The foregoing ordinance was introduced on November 12, 2013 and after public hearing was adopted at the meeting of the City Council of the City of San Ramon on November 26, 2013 by the following vote:

AYES: *Cm. Hudson, Livingstone, O'Loane, Perkins, and Mayor Clarkson*

NOES:


ABSENT:

ABSTAIN:



Bill Clarkson, Mayor

ATTEST:



Patricia Edwards, City Clerk

ORDINANCE 443

ORDINANCE OF THE CITY OF SAN RAMON REPEALING CHAPTER V, DIVISION C1 (UNIFORM SOLAR ENERGY CODE) AND ADOPTING BY REFERENCE THE CALIFORNIA RESIDENTIAL CODE OF 2013 SUBJECT TO CERTAIN MODIFICATIONS

THE CITY COUNCIL OF THE CITY OF SAN RAMON DOES ORDAIN as follows:

Section 1. Chapter V UNIFORM SOLAR ENERGY CODE of Division C1, Uniform Codes, of Title C, CONSTRUCTION, DEVELOPMENT AND LAND USE of the Municipal Code of the City of San Ramon is repealed.

Section 2. Chapter V, CALIFORNIA RESIDENTIAL CODE 2013 Edition and appendices thereto, as published by the International Code Council is adopted by reference as provided in Section 4 below.

Section 3. The City Council hereby expressly finds as required by Section 17958.7 of the Health and Safety Code that the certain modifications and changes to the California Residential Code, 2013 Edition, are required because of local climate, geological and topographical conditions found in and in the vicinity of the City of San Ramon. Specifically, the existence of expansive and a variety of other soil conditions; the problem of poor performance of plain or under-reinforced concrete footings during a seismic event as determined by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance of plain and under-reinforced concrete footings observed in 1994 Northridge earthquake; and the problem of poor performance of gypsum wallboard and Portland cement plaster as wall bracing materials in high seismic areas as determined by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance of these bracing materials that were observed in 1994 Northridge earthquake.

Section 4. The "California Residential Code" 2013 Edition, and appendices thereto, as published by the International Code Council, subject to the amendments, additions and deletions set forth in this Ordinance, is hereby adopted by reference and added as Division C1, Chapter V (CALIFORNIA RESIDENTIAL CODE), (CONSTRUCTION, DEVELOPMENT AND LAND USE) of the Municipal Code of the City of San Ramon as follows:

**DIVISION C1
CHAPTER V
California Residential Code**

Section C1-111. Incorporation by reference.

- A. The Residential Code for the City of San Ramon is the 2013 "California Residential Code" and Appendices thereto, as published by the International Code Council, as promulgated in the California Building Standards Commissions by Title 24, Part 2.5, California Code of Regulations, and, except, as to any omissions, amendments and additions hereinafter noted, is adopted by reference and made a part hereof as fully as if set forth at length herein.
- B. One copy of such "California Residential Code" is on file in the city offices, and is made available through the city clerk for public inspection.

Section C1-112. Omissions, Amendments and Additions to California Residential Code.

Omissions, amendments and additions to the California Residential Code are as set forth in this division.

Section C1-113. City.

The name "City of San Ramon" is inserted in any and all blank spaces provided in said California Residential Code for the name of the City adopting said code, and wherever the word "City" as "Jurisdiction" appears in said code or is otherwise used, it shall mean and refer to the City of San Ramon.

Section C1-114. amending Section R403.1.3 Seismic reinforcing.

CRC Section R403.1.3 Seismic reinforcing, is amended to read as follows:

Concrete footings located in Seismic Design Categories D₀, D₁ and D₂, as established in Table R301.2(1), shall have minimum reinforcement of at least two continuous longitudinal reinforcing bars, one top and one bottom and not smaller than No. 4 bars. Bottom reinforcement shall be located a minimum of 3 inches (76 mm) clear from the bottom of the footing.

The remainder of the section is unchanged.

Section C1-115. amending Section R602.10.4

Section R602.10.4.4 is added to CRC Section R602.10.4 to read:

R602.10.4.4 Limits on methods GB and PCP. In Seismic Design Categories D₀, D₁, and D₂, Method GB is not permitted for use as intermittent braced wall panels, however, GB is permitted to be installed when required by this Section to be placed on the opposite side of the studs from other types of braced wall panel sheathing. In Seismic Design Categories D₀, D₁, and D₂, the use of Method PCP is limited to one-story single family dwellings and accessory structures.

Section C1-116. Table R602.10.3(3)

Table R602.10.3(3) footnotes are amended to add:

e. In Seismic Design Categories D₀, D₁, and D₂, Method GB is not permitted and the use of Method PCP is limited to one-story single family dwellings and accessory structures.

Section C1-117. Violation an infraction.

Any person, firm or corporation violating or causing the violation of any of the provisions of this Chapter shall be guilty of an infraction and, upon conviction thereof, shall be punishable by a fine as set forth in the San Ramon Municipal Code.

It is declared that any violation of this code constitutes a public nuisance. In addition to any other remedies this code provides for enforcement, the city may bring civil suit to enjoin violation of its provisions or utilizing the administrative citation process under Division A1, Chapter I, Article 4 of the Municipal Code.

Section C1-118. Appeals.

Any decision of the Building Official relating to this Code may be appealed in the manner set forth in California Building Code Section 113 as adopted by the San Ramon Municipal Code.

Section C1-119 through 120. Reserved.

Section 5. This Ordinance shall take effect thirty (30) days from the date of its passage. Before the expiration of fifteen (15) days after its passage, this Ordinance shall be posted in three (3) public places within the City of San Ramon along with the names of the members of the City Council voting for and against same.

The foregoing ordinance was introduced on November 12, 2013 and after public hearing was adopted at the meeting of the City Council of the City of San Ramon on November 26, 2013 by the following vote:

AYES: *Cm. Hudson, Livingstone, O'Loane, Perkins, and Mayor Clarkson*

NOES:

ABSENT:

ABSTAIN:

A handwritten signature in black ink, appearing to read "Bill Clarkson", written over a horizontal line.

Bill Clarkson, Mayor

ATTEST:

A handwritten signature in black ink, appearing to read "Patricia Edwards", written over a horizontal line.
Patricia Edwards, City Clerk

ORDINANCE 444

ORDINANCE OF THE CITY OF SAN RAMON REPEALING CHAPTER VIII, DIVISION C1 (UNIFORM SIGN CODE), AND ADOPTING BY REFERENCE THE CALIFORNIA GREEN BUILDING STANDARDS CODE OF 2013 SUBJECT TO CERTAIN MODIFICATIONS

THE CITY COUNCIL OF THE CITY OF SAN RAMON DOES ORDAIN as follows:

Section 1. Chapter VIII, UNIFORM SIGN CODE of Division C1, Uniform Codes, of Title C, CONSTRUCTION, DEVELOPMENT AND LAND USE of the Municipal Code of the City of San Ramon is repealed.

Section 2. Chapter VIII, CALIFORNIA GREEN BUILDING STANDARDS CODE 2013 Edition and appendices thereto, as published by the International Code Council is adopted by reference as provided in Section 3 below.

Section 3. The "California Green Building Standards Code" 2013 Edition and appendices thereto, as published by the International Code Council, is hereby adopted by reference and added as Division C1, (CALIFORNIA GREEN BUILDING STANDARDS CODE) (C, CONSTRUCTION, DEVELOPMENT AND LAND USE) of the Municipal Code of the City of San Ramon as follows:

DIVISION C1 CHAPTER VIII California Green Building Standards Code

Section C1-161. Incorporation by reference.

- A.** The Green Building Code for the City of San Ramon is the 2013 "California Green Building Standards Code" and Appendices thereto, as published by the International Code Council, as promulgated in the California Building Standards Commissions by Title 24, Part 11, California Code of Regulations, is adopted by reference and made a part hereof as fully as if set forth at length herein.
- B.** One copy of such "California Green Building Standards Code" is on file in the city offices, and is made available through the city clerk for public inspection.

Section C1-162. Violation an infraction.

Any person, firm or corporation violating or causing the violation of any of the provisions of this Chapter shall be guilty of an infraction and, upon conviction thereof, shall be punishable by a fine as set forth in the San Ramon Municipal Code.

It is declared that any violation of this code constitutes a public nuisance. In addition to any other remedies this code provides for enforcement, the city may bring civil suit to enjoin violation of its provisions or utilizing the administrative citation process under Division A1, Chapter I, Article 4 of the Municipal Code.

Section C1-163. Appeals.

Any decision of the Building Official relating to this Code may be appealed in the manner set forth in California Building Code Section 113 as adopted by the San Ramon Municipal Code.

Section C1-164 through 170. Reserved.

Section 4. This Ordinance shall take effect thirty (30) days from the date of its passage. Before the expiration of fifteen (15) days after its passage, this Ordinance Shall be posted in three (3) public places within the City of San Ramon along with the names of the members of the City Council voting for and against same.

The foregoing ordinance was introduced on November 12, 2013 and after public hearing was adopted at the meeting of the City Council of the City of San Ramon on November 26, 2013 by the following vote:

AYES: *Cm. Hudson, Livingstone, O'Loane, Perkins, and Mayor Clarkson*

NOES:

ABSENT:

ABSTAIN:



Bill Clarkson, Mayor

ATTEST:



Patricia Edwards, City Clerk